



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties.

The undersigned officers of the NARPM® Northern Colorado Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the 2009 Chapter Board of Directors and committee chairs.
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. *Also send up to date copy of annual corporate report from the state chapter is registered.
4.	Attach copies of minutes for each Board of Directors meeting as they are required to meet at least four times and have maintained corporate minutes and other records as required by state law and the chapter bylaws. Dates Met: 01/16/2008; 02/27/2008; 03/19/2008; 04/16/2008 (and all other months)
5.	Date chapter officers assume their respective offices January 1st
6.	Beginning date of fiscal year. <input checked="" type="checkbox"/> Calendar year <input checked="" type="checkbox"/> Other:
7.	The chapter maintains a minimum membership of 7 NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	The chapter has a bank account in the chapter's corporation name? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: Advantage Bank
9.	The chapter filed the State Corporation Annual Report for this calendar year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not
CHAPTER FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of proposed annual budget for the following year.
12.	Attach copy of federal tax return. If the chapter did not file include reason why: Under \$25,000 in income
13.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not:

14.	Does chapter charge dues? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, please state amount: \$120 Mark if it is: <input checked="" type="checkbox"/> yearly; <input type="checkbox"/> monthly <input type="checkbox"/> other, explain:
CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, please described other arrangement:
17.	Attach one copy of the communications chapter has with the members. This can be electronic or printed and should be done four (4) times per year for all chapters. If your chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
18.	Attach a copy of the brochure or flier showing that chapter sponsored/participated in effective educational programs for local chapters for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. If your chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
19.	Is the chapter is using the Chapter Leader section of NARPM.org? (http://www.narpm.org/chapter-services/) ? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	Is the chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, when was your last update? November 10, 2008
21.	Is chapter is interested in looking at a website supported by NARPM®? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Who is the contact:
22.	Did the chapter file for the 2009 Chapter Grant? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i> Check here if you would like more information on grants: <input type="checkbox"/>

